



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

**MEMORANDUM**

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS  
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM :   
Reycita Toddy, Delegated Human Resources Director  
Department of Personnel Management

DATE : September 4, 2015

SUBJECT: EMPLOYEE PERFORMANCE APPRAISAL FORM, STEP INCREASE AND MERIT  
PAY BONUS RECOMMENDATION SUBMISSION SCHEDULE

Pursuant to the Navajo Nation Personnel Policies Manual and the Performance Appraisal Process Procedures every employee must receive a performance appraisal at least once a year. Accordingly supervisors are hereby reminded that Employee Performance Appraisal Forms (EPAF) must be submitted to the Department of Personnel Management (DPM) for all employees by the established deadline date. Failure to submit appraisals by the established deadline date will result in disapproval of step increase and/or disciplinary action.

Attached for your information is an updated EPAF, Step Increase and Merit Pay Bonus Recommendation/Appraisal Form Submission Schedule for Rating Period October 1, 2015 to September 30, 2016. The Classification and Pay Office will provide an updated Employee Listing by Division and Department Showing Employment Dates Report reflecting Last Review Date (anniversary dates) upon request. Should you have any questions, please contact the Classification and Pay Office at (928) 871-7419. Thank you.

Attachment

DISTRIBUTION

**EMPLOYEE PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)**  
**SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2015 TO SEPTEMBER 30, 2016**

ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM	ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM	ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM
10/01/15	11/30/15	12/30/15	11/11/15	01/10/16	02/09/16	12/22/15	02/20/16	03/21/16
10/02/15	12/01/15	12/31/15	11/12/15	01/11/16	02/10/16	12/23/15	02/21/16	03/22/16
10/03/15	12/02/15	01/01/16	11/13/15	01/12/16	02/11/16	12/24/15	02/22/16	03/23/16
10/04/15	12/03/15	01/02/16	11/14/15	01/13/16	02/12/16	12/25/15	02/23/16	03/24/16
10/05/15	12/04/15	01/03/16	11/15/15	01/14/16	02/13/16	12/26/15	02/24/16	03/25/16
10/06/15	12/05/15	01/04/16	11/16/15	01/15/16	02/14/16	12/27/15	02/25/16	03/26/16
10/07/15	12/06/15	01/05/16	11/17/15	01/16/16	02/15/16	12/28/15	02/26/16	03/27/16
10/08/15	12/07/15	01/06/16	11/18/15	01/17/16	02/16/16	12/29/15	02/27/16	03/28/16
10/09/15	12/08/15	01/07/16	11/19/15	01/18/16	02/17/16	12/30/15	02/28/16	03/29/16
10/10/15	12/09/15	01/08/16	11/20/15	01/19/16	02/18/16	12/31/15	02/29/16	03/30/16
10/11/15	12/10/15	01/09/16	11/21/15	01/20/16	02/19/16	1/1/16	03/01/16	03/31/16
10/12/15	12/11/15	01/10/16	11/22/15	01/21/16	02/20/16	1/2/16	03/02/16	04/01/16
10/13/15	12/12/15	01/11/16	11/23/15	01/22/16	02/21/16	1/3/16	03/03/16	04/02/16
10/14/15	12/13/15	01/12/16	11/24/15	01/23/16	02/22/16	1/4/16	03/04/16	04/03/16
10/15/15	12/14/15	01/13/16	11/25/15	01/24/16	02/23/16	1/5/16	03/05/16	04/04/16
10/16/15	12/15/15	01/14/16	11/26/15	01/25/16	02/24/16	1/6/16	03/06/16	04/05/16
10/17/15	12/16/15	01/15/16	11/27/15	01/26/16	02/25/16	1/7/16	03/07/16	04/06/16
10/18/15	12/17/15	01/16/16	11/28/15	01/27/16	02/26/16	1/8/16	03/08/16	04/07/16
10/19/15	12/18/15	01/17/16	11/29/15	01/28/16	02/27/16	1/9/16	03/09/16	04/08/16
10/20/15	12/19/15	01/18/16	11/30/15	01/29/16	02/28/16	1/10/16	03/10/16	04/09/16
10/21/15	12/20/15	01/19/16	12/01/15	01/30/16	02/29/16	1/11/16	03/11/16	04/10/16
10/22/15	12/21/15	01/20/16	12/02/15	01/31/16	03/01/16	1/12/16	03/12/16	04/11/16
10/23/15	12/22/15	01/21/16	12/03/15	02/01/16	03/02/16	1/13/16	03/13/16	04/12/16
10/24/15	12/23/15	01/22/16	12/04/15	02/02/16	03/03/16	1/14/16	03/14/16	04/13/16
10/25/15	12/24/15	01/23/16	12/05/15	02/03/16	03/04/16	1/15/16	03/15/16	04/14/16
10/26/15	12/25/15	01/24/16	12/06/15	02/04/16	03/05/16	1/16/16	03/16/16	04/15/16
10/27/15	12/26/15	01/25/16	12/07/15	02/05/16	03/06/16	1/17/16	03/17/16	04/16/16
10/28/15	12/27/15	01/26/16	12/08/15	02/06/16	03/07/16	1/18/16	03/18/16	04/17/16
10/29/15	12/28/15	01/27/16	12/09/15	02/07/16	03/08/16	1/19/16	03/19/16	04/18/16
10/30/15	12/29/15	01/28/16	12/10/15	02/08/16	03/09/16	1/20/16	03/20/16	04/19/16
10/31/15	12/30/15	01/29/16	12/11/15	02/09/16	03/10/16	1/21/16	03/21/16	04/20/16
11/01/15	12/31/15	01/30/16	12/12/15	02/10/16	03/11/16	1/22/16	03/22/16	04/21/16
11/02/15	01/01/16	01/31/16	12/13/15	02/11/16	03/12/16	1/23/16	03/23/16	04/22/16
11/03/15	01/02/16	02/01/16	12/14/15	02/12/16	03/13/16	1/24/16	03/24/16	04/23/16
11/04/15	01/03/16	02/02/16	12/15/15	02/13/16	03/14/16	1/25/16	03/25/16	04/24/16
11/05/15	01/04/16	02/03/16	12/16/15	02/14/16	03/15/16	1/26/16	03/26/16	04/25/16
11/06/15	01/05/16	02/04/16	12/17/15	02/15/16	03/16/16	1/27/16	03/27/16	04/26/16
11/07/15	01/06/16	02/05/16	12/18/15	02/16/16	03/17/16	1/28/16	03/28/16	04/27/16
11/08/15	01/07/16	02/06/16	12/19/15	02/17/16	03/18/16	1/29/16	03/29/16	04/28/16
11/09/15	01/08/16	02/07/16	12/20/15	02/18/16	03/19/16	1/30/16	03/30/16	04/29/16
11/10/15	01/09/16	02/08/16	12/21/15	02/19/16	03/20/16	1/31/16	03/31/16	04/30/16



EMPLOYEE PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM	ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM	ANNIV DATE	EPAF DUE - DPM	RAF DUE - DPM
02/01/16	04/01/16	05/01/16	03/13/16	05/12/16	06/11/16	04/23/16	06/22/16	07/22/16
02/02/16	04/02/16	05/02/16	03/14/16	05/13/16	06/12/16	04/24/16	06/23/16	07/23/16
02/03/16	04/03/16	05/03/16	03/15/16	05/14/16	06/13/16	04/25/16	06/24/16	07/24/16
02/04/16	04/04/16	05/04/16	03/16/16	05/15/16	06/14/16	04/26/16	06/25/16	07/25/16
02/05/16	04/05/16	05/05/16	03/17/16	05/16/16	06/15/16	04/27/16	06/26/16	07/26/16
02/06/16	04/06/16	05/06/16	03/18/16	05/17/16	06/16/16	04/28/16	06/27/16	07/27/16
02/07/16	04/07/16	05/07/16	03/19/16	05/18/16	06/17/16	04/29/16	06/28/16	07/28/16
02/08/16	04/08/16	05/08/16	03/20/16	05/19/16	06/18/16	04/30/16	06/29/16	07/29/16
02/09/16	04/09/16	05/09/16	03/21/16	05/20/16	06/19/16	05/01/16	06/30/16	07/30/16
02/10/16	04/10/16	05/10/16	03/22/16	05/21/16	06/20/16	05/02/16	07/01/16	07/31/16
02/11/16	04/11/16	05/11/16	03/23/16	05/22/16	06/21/16	05/03/16	07/02/16	08/01/16
02/12/16	04/12/16	05/12/16	03/24/16	05/23/16	06/22/16	05/04/16	07/03/16	08/02/16
02/13/16	04/13/16	05/13/16	03/25/16	05/24/16	06/23/16	05/05/16	07/04/16	08/03/16
02/14/16	04/14/16	05/14/16	03/26/16	05/25/16	06/24/16	05/06/16	07/05/16	08/04/16
02/15/16	04/15/16	05/15/16	03/27/16	05/26/16	06/25/16	05/07/16	07/06/16	08/05/16
02/16/16	04/16/16	05/16/16	03/28/16	05/27/16	06/26/16	05/08/16	07/07/16	08/06/16
02/17/16	04/17/16	05/17/16	03/29/16	05/28/16	06/27/16	05/09/16	07/08/16	08/07/16
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02/19/16	04/19/16	05/19/16	03/31/16	05/30/16	06/29/16	05/11/16	07/10/16	08/09/16
02/20/16	04/20/16	05/20/16	04/01/16	05/31/16	06/30/16	05/12/16	07/11/16	08/10/16
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02/22/16	04/22/16	05/22/16	04/03/16	06/02/16	07/02/16	05/14/16	07/13/16	08/12/16
02/23/16	04/23/16	05/23/16	04/04/16	06/03/16	07/03/16	05/15/16	07/14/16	08/13/16
02/24/16	04/24/16	05/24/16	04/05/16	06/04/16	07/04/16	05/16/16	07/15/16	08/14/16
02/25/16	04/25/16	05/25/16	04/06/16	06/05/16	07/05/16	05/17/16	07/16/16	08/15/16
02/26/16	04/26/16	05/26/16	04/07/16	06/06/16	07/06/16	05/18/16	07/17/16	08/16/16
02/27/16	04/27/16	05/27/16	04/08/16	06/07/16	07/07/16	05/19/16	07/18/16	08/17/16
02/28/16	04/28/16	05/28/16	04/09/16	06/08/16	07/08/16	05/20/16	07/19/16	08/18/16
02/29/16	04/29/16	05/29/16	04/10/16	06/09/16	07/09/16	05/21/16	07/20/16	08/19/16
03/01/16	04/30/16	05/30/16	04/11/16	06/10/16	07/10/16	05/22/16	07/21/16	08/20/16
03/02/16	05/01/16	05/31/16	04/12/16	06/11/16	07/11/16	05/23/16	07/22/16	08/21/16
03/03/16	05/02/16	06/01/16	04/13/16	06/12/16	07/12/16	05/24/16	07/23/16	08/22/16
03/04/16	05/03/16	06/02/16	04/14/16	06/13/16	07/13/16	05/25/16	07/24/16	08/23/16
03/05/16	05/04/16	06/03/16	04/15/16	06/14/16	07/14/16	05/26/16	07/25/16	08/24/16
03/06/16	05/05/16	06/04/16	04/16/16	06/15/16	07/15/16	05/27/16	07/26/16	08/25/16
03/07/16	05/06/16	06/05/16	04/17/16	06/16/16	07/16/16	05/28/16	07/27/16	08/26/16
03/08/16	05/07/16	06/06/16	04/18/16	06/17/16	07/17/16	05/29/16	07/28/16	08/27/16
03/09/16	05/08/16	06/07/16	04/19/16	06/18/16	07/18/16	05/30/16	07/29/16	08/28/16
03/10/16	05/09/16	06/08/16	04/20/16	06/19/16	07/19/16	05/31/16	07/30/16	08/29/16
03/11/16	05/10/16	06/09/16	04/21/16	06/20/16	07/20/16	06/01/16	07/31/16	08/30/16
03/12/16	05/11/16	06/10/16	04/22/16	06/21/16	07/21/16	06/02/16	08/01/16	08/31/16



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06/03/16	08/02/16	09/01/16	07/13/16	09/11/16	10/11/16	08/22/16	10/21/16	11/20/16
06/04/16	08/03/16	09/02/16	07/14/16	09/12/16	10/12/16	08/23/16	10/22/16	11/21/16
06/05/16	08/04/16	09/03/16	07/15/16	09/13/16	10/13/16	08/24/16	10/23/16	11/22/16
06/06/16	08/05/16	09/04/16	07/16/16	09/14/16	10/14/16	08/25/16	10/24/16	11/23/16
06/07/16	08/06/16	09/05/16	07/17/16	09/15/16	10/15/16	08/26/16	10/25/16	11/24/16
06/08/16	08/07/16	09/06/16	07/18/16	09/16/16	10/16/16	08/27/16	10/26/16	11/25/16
06/09/16	08/08/16	09/07/16	07/19/16	09/17/16	10/17/16	08/28/16	10/27/16	11/26/16
06/10/16	08/09/16	09/08/16	07/20/16	09/18/16	10/18/16	08/29/16	10/28/16	11/27/16
06/11/16	08/10/16	09/09/16	07/21/16	09/19/16	10/19/16	08/30/16	10/29/16	11/28/16
06/12/16	08/11/16	09/10/16	07/22/16	09/20/16	10/20/16	08/31/16	10/30/16	11/29/16
06/13/16	08/12/16	09/11/16	07/23/16	09/21/16	10/21/16	09/01/16	10/31/16	11/30/16
06/14/16	08/13/16	09/12/16	07/24/16	09/22/16	10/22/16	09/02/16	11/01/16	12/01/16
06/15/16	08/14/16	09/13/16	07/25/16	09/23/16	10/23/16	09/03/16	11/02/16	12/02/16
06/16/16	08/15/16	09/14/16	07/26/16	09/24/16	10/24/16	09/04/16	11/03/16	12/03/16
06/17/16	08/16/16	09/15/16	07/27/16	09/25/16	10/25/16	09/05/16	11/04/16	12/04/16
06/18/16	08/17/16	09/16/16	07/28/16	09/26/16	10/26/16	09/06/16	11/05/16	12/05/16
06/19/16	08/18/16	09/17/16	07/29/16	09/27/16	10/27/16	09/07/16	11/06/16	12/06/16
06/20/16	08/19/16	09/18/16	07/30/16	09/28/16	10/28/16	09/08/16	11/07/16	12/07/16
06/21/16	08/20/16	09/19/16	07/31/16	09/29/16	10/29/16	09/09/16	11/08/16	12/08/16
06/22/16	08/21/16	09/20/16	08/01/16	09/30/16	10/30/16	09/10/16	11/9/16	12/9/16
06/23/16	08/22/16	09/21/16	08/02/16	10/01/16	10/31/16	09/11/16	11/10/16	12/10/16
06/24/16	08/23/16	09/22/16	08/03/16	10/02/16	11/1/16	09/12/16	11/11/16	12/11/16
06/25/16	08/24/16	09/23/16	08/04/16	10/03/16	11/2/16	09/13/16	11/12/16	12/12/16
06/26/16	08/25/16	09/24/16	08/05/16	10/04/16	11/3/16	09/14/16	11/13/16	12/13/16
06/27/16	08/26/16	09/25/16	08/06/16	10/05/16	11/4/16	09/15/16	11/14/16	12/14/16
06/28/16	08/27/16	09/26/16	08/07/16	10/06/16	11/5/16	09/16/16	11/15/16	12/15/16
06/29/16	08/28/16	09/27/16	08/08/16	10/07/16	11/6/16	09/17/16	11/16/16	12/16/16
06/30/16	08/29/16	09/28/16	08/09/16	10/08/16	11/7/16	09/18/16	11/17/16	12/17/16
07/01/16	08/30/16	09/29/16	08/10/16	10/9/16	11/8/16	09/19/16	11/18/16	12/18/16
07/02/16	08/31/16	09/30/16	08/11/16	10/10/16	11/9/16	09/20/16	11/19/16	12/19/16
07/03/16	09/01/16	10/01/16	08/12/16	10/11/16	11/10/16	09/21/16	11/20/16	12/20/16
07/04/16	09/02/16	10/02/16	08/13/16	10/12/16	11/11/16	09/22/16	11/21/16	12/21/16
07/05/16	09/03/16	10/03/16	08/14/16	10/13/16	11/12/16	09/23/16	11/22/16	12/22/16
07/06/16	09/04/16	10/04/16	08/15/16	10/14/16	11/13/16	09/24/16	11/23/16	12/23/16
07/07/16	09/05/16	10/05/16	08/16/16	10/15/16	11/14/16	09/25/16	11/24/16	12/24/16
07/08/16	09/06/16	10/06/16	08/17/16	10/16/16	11/15/16	09/26/16	11/25/16	12/25/16
07/09/16	09/07/16	10/07/16	08/18/16	10/17/16	11/16/16	09/27/16	11/26/16	12/26/16
07/10/16	09/08/16	10/08/16	08/19/16	10/18/16	11/17/16	09/28/16	11/27/16	12/27/16
07/11/16	09/09/16	10/9/16	08/20/16	10/19/16	11/18/16	09/29/16	11/28/16	12/28/16
07/12/16	09/10/16	10/10/16	08/21/16	10/20/16	11/19/16	09/30/16	11/29/16	12/29/16